

# PUBLIC SCHOOL OPEN ENROLLMENT TECHNICAL ASSISTANCE WORKSHOPS

**Membership, Reporting & Finance Issues**

Wisconsin Department of Public Instruction

January 1999

# Membership

The resident school district continues to count the student as a member for both state aid and revenue limit purposes.

# September & January Membership Reports

PUPIL COUNT	<div>↓</div> <div>↓</div>	
	Resident	Non-Resdnt
3-Year-Old EEN		
4-Year-Old K-EEN/437 Hrs		
4-Year-Old K-EEN/524.5 Hrs		
5-Year-Old K-EEN/.5 Day		
5-Year-Old K-EEN/3 Day		
5-Year-Old K-EEN/4 Day		
5-Year-Old K-EEN/5 Day		
Grades 1-12-EEN		
TOTAL SEPTEMBER/JANUARY COUNT		

- ✓ The resident district reports the student in the resident column, the nonresident district reports the student in the nonresident column.

**The student is counted in the grade level and/or program that the student is attending in the nonresident district.**

- ✓ If the student is attending K4, the student is counted as .5 or .6--even if the resident district does not have a K4 program.
- ✓ If the student is attending a full-day every day K5, the student is counted as 1, even if the resident district has a half-day K5--and vice versa.

**The student must actually have been in attendance in the nonresident district on the count date--or on any day prior to and any day following the count date**

- ✓ The resident and nonresident school districts should contact each other to exchange this information.

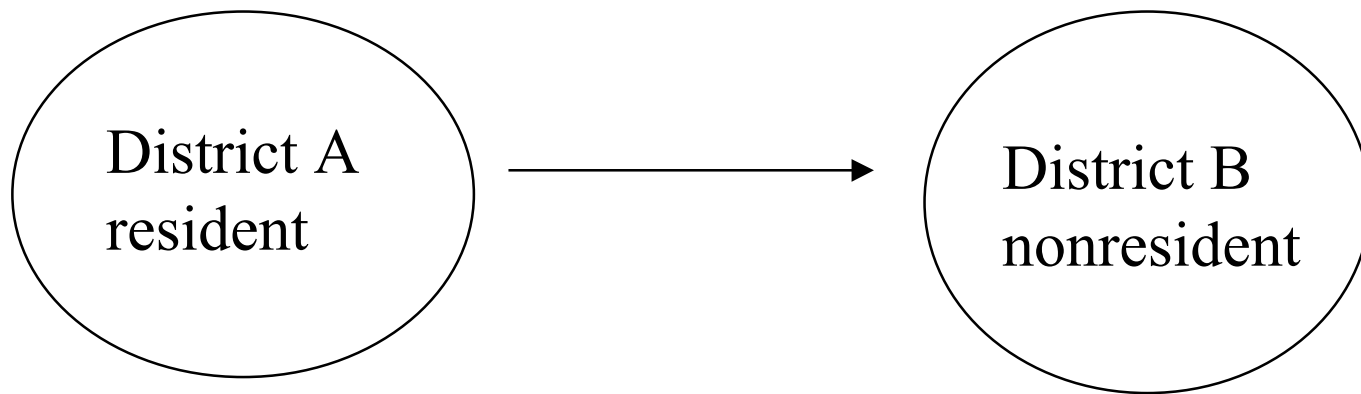
- *Note--whether or not the student is able to be counted has no effect on the transfer of aids. Nonresident districts should inquire about students who don't show up if they were expected. This will hopefully ensure that the resident district can count the student and, more importantly, may avoid truancy proceedings.*

**A student who begins school in the nonresident district and returns to school in the resident district is counted according to the student's status on the count date.**

- ✓ There is no change in how the resident district counts the student--that is, the resident district counts the student whether the student is attending the nonresident or resident district.
- ✓ The nonresident district only includes the student (in the nonresident column) if the student was actually in attendance on the count date (or on any day prior and any day following).

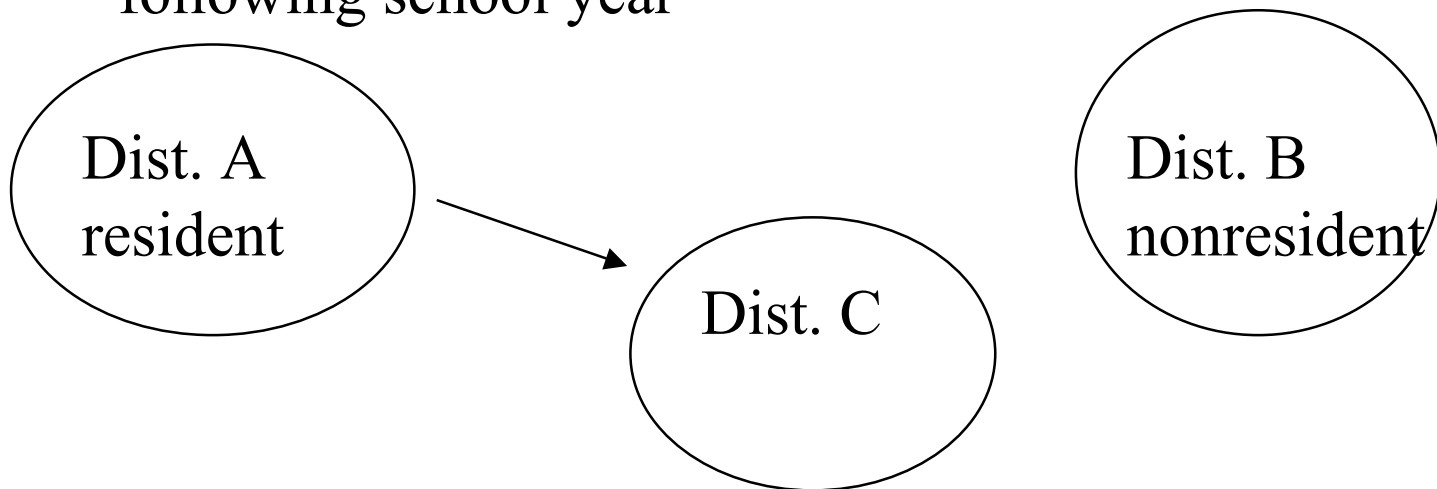
# Student Moves

- ✓ If the student moves out of the resident district and into the nonresident district, the student is counted as a resident by the district that the student is attending on the count date.



# Student Moves

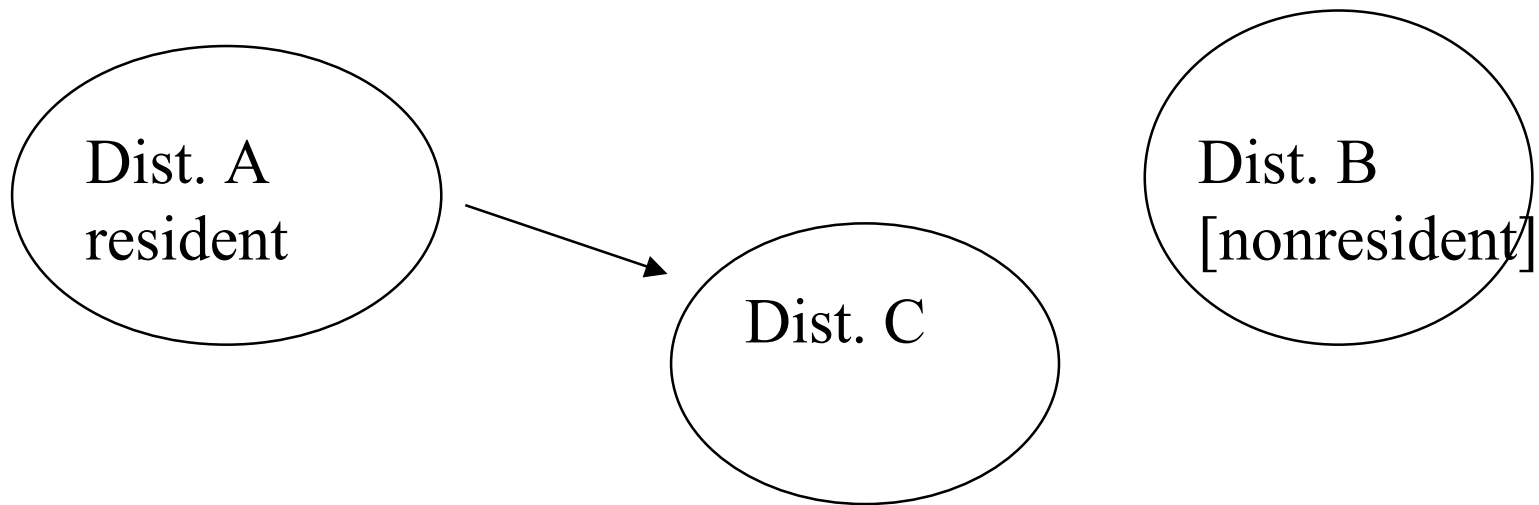
- ✓ If the student moves out of the resident district (Dist. A) to a new district (Dist. C) **while continuing to attend the nonresident district (Dist. B)**, Dist. A continues to count the student as a resident for the remainder of the year--as long as the student continues to attend Dist. B. Dist. C will count the student as a resident in the following school year





# Student Moves

- ✓ If the student moves out of the resident district (Dist. A) to a new district (Dist. C) **and attends school in the new district** (Dist. C) , the student is counted according to the student's status on the count date.



# Summer School

- ✓ A full-time open enrollment student who attends summer school may be counted by the *resident school district* in its membership report. The nonresident school district should notify the resident school district of the number of hours of summer school instruction for which the student was enrolled.

# Average Daily Membership & Average Daily Attendance

- ✓ The resident school district must include the aggregate day of membership and the aggregate days of attendance for open enrolled students in its annual report.
- ✓ This means that the nonresident school district must notify the resident school of each student's days of enrollment and days of attendance at the end of each school year.
- ✓ A good time to do this would be with the June 30 report of new and continuing students for the following school year.

# Record-Keeping

- ✓ The resident district must maintain auditable records to show the student is a resident of the school district who is attending a nonresident district under open enrollment.
- ✓ At a minimum, the district must have a copy of the open enrollment application form and some type of registration form on file in the district (this may be an abbreviated form containing only the information essential for membership reporting).
- ✓ It is recommended that a district have a method to designate open enrollment students in its data base. How this occurs is a function of the attendance software.

# Aid Adjustments

Regular Education Students

DPI makes the payment on behalf of the  
resident school district

# Pupil Transfer Amount

- ✓ A state-set pupil transfer amount “follows” each regular education student from the resident school district to the nonresident school district.
- ✓ The pupil transfer amount--estimated to be \$4,551 in the 1998-99 school year--is equal to the statewide average per pupil cost for regular education, co-curricular activities, instructional support services and pupil support services in the previous school year.
- ✓ The transfer amount is adjusted for K4 and K5 students in the same manner as as membership.
  - For example, the adjustment for a half-day K5 student is  $\$4551 \times .5 = \$2,275$ .

# State Aid Adjustment

- ✓ This “payment” will be made by the DPI on behalf of the resident school district.
- ✓ This payment will be accomplished by reducing the resident school district’s final aid payment (equalization aid first, then categorical aids) for each student that transfers out and increasing the nonresident school district’s final aid payment for each student that transfers in.
- ✓ If a resident school district’s total state aid is less than the amount of the state aid reduction, the department will use money from the state tuition appropriate to make the payment.

# Accounting for the Open Enrollment “Payment”

- ✓ The resident district accounts for the payment as an expenditure for “purchased instructional services”

Function 435 000	Object 382	General Program Tuition–Open Enrollment
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- ✓ The nonresident district accounts for the payment as a tuition revenue

Revenue Source 345	General Instructional Programs-Open Enrollment
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# Students Returns to School in the Resident District

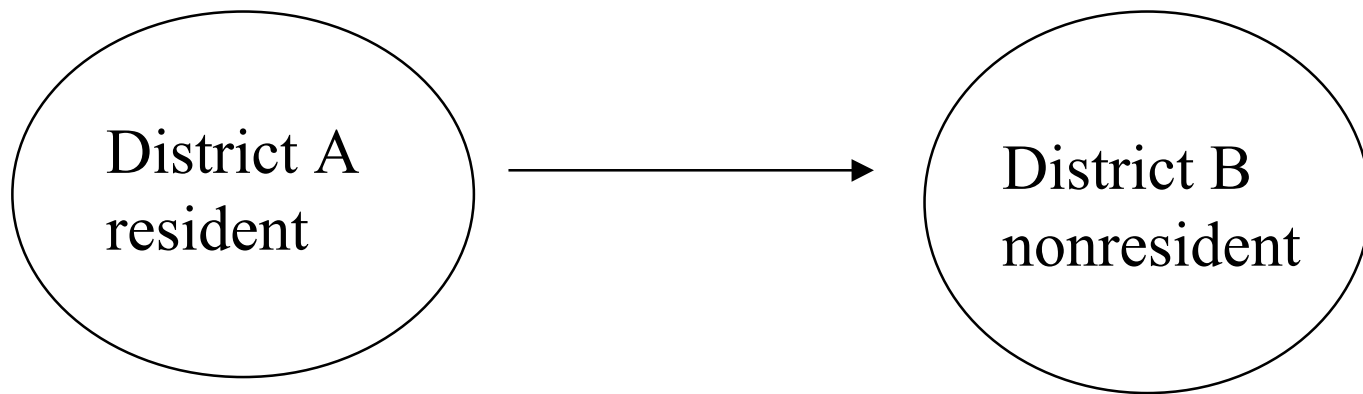
- ✓ If a student begins school in the nonresident district and decides to return to school in the resident school district during the school year, the aid adjustment is prorated on a daily basis.
- ✓ For example, if a student attended a nonresident district for 30 days out of 180, and then returned to the resident district, the payment would be  $\$4,551 \times (30 / 180) = \$758$ .

# Reporting on Students Returning to Resident District

- ✓ If the student returns to school in the resident school district during the school year, it is necessary to report this information to the DPI so that the proper aid adjustment can be made. The following information is needed:
  - Name of student
  - Resident district
  - Nonresident district
  - Date student returned to school in the resident district
  - Number of days student was enrolled/attending the nonresident district

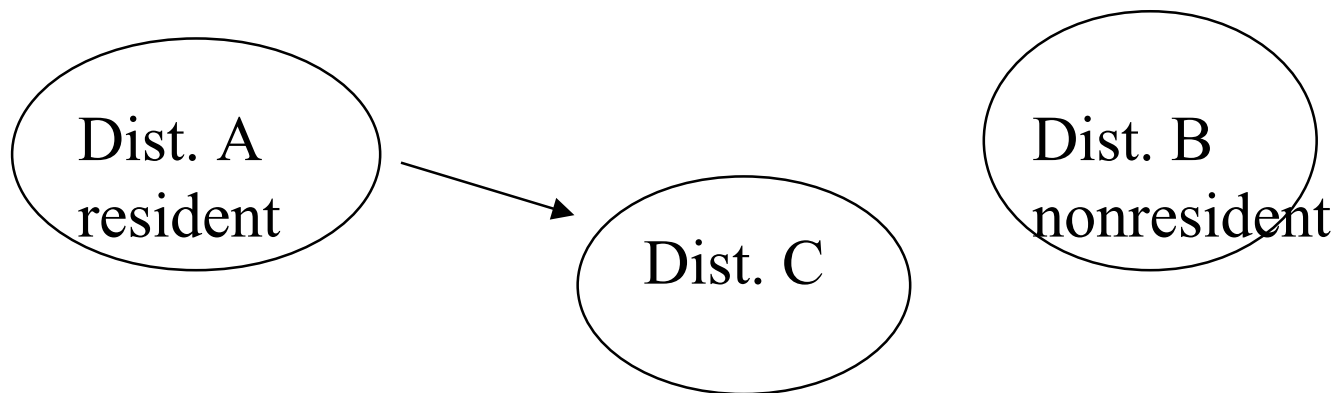
# Student Moves

- ✓ If the student moves out of the resident district and into the nonresident district, the state aid adjustment is prorated on a daily basis.



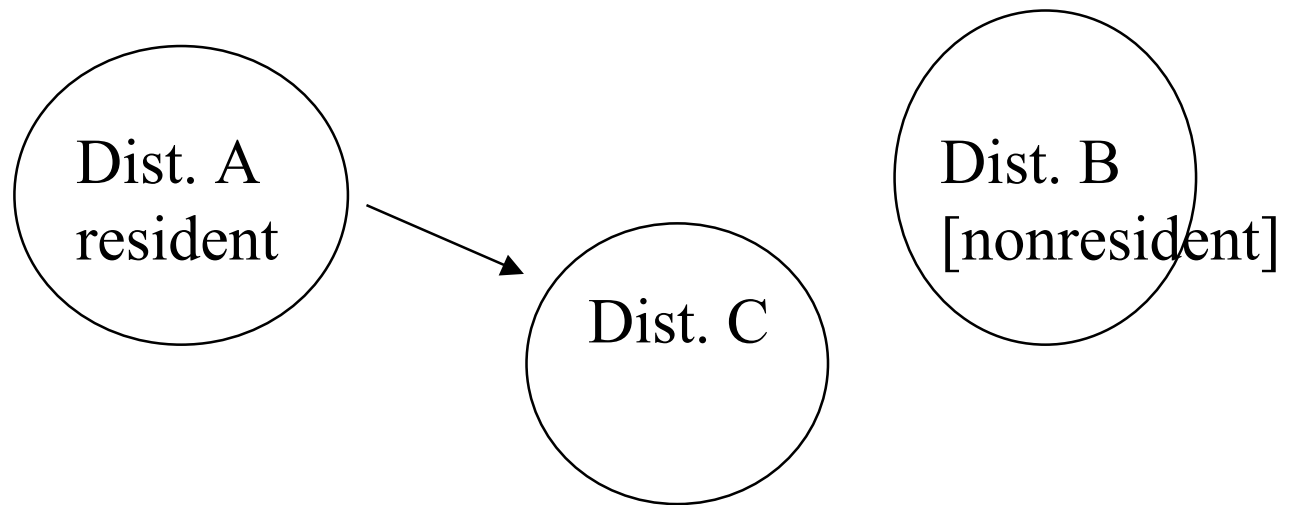
# Student Moves

- ✓ If the student moves out of the resident district (Dist. A) to a new district (Dist. C) **while continuing to attend the nonresident district (Dist. B)**, there will be no change in the state aid adjustment for the remainder of the current school year. In the following year, Dist. C's state aid payment will be reduced.



# Student Moves

- ✓ If the student moves out of the resident district (Dist. A) to a new district (Dist. C) **and attends school in the new district** (Dist. C) , the state aid payment will be prorated on a daily basis.



# Reporting on Student Moves

- ✓ When a student moves from one district to another, it is necessary to report this information to the DPI so that the proper state aid adjustment can be made. The following information is needed:
  - Name of student
  - Resident District
  - “New” Resident District
  - Nonresident district
  - Does student continue to attend nonresident district?
  - If no, date of withdrawal from resident district and
  - Number of days student was enrolled/attending the nonresident district

# Tuition

## Special Education Students

The resident school district pays tuition to  
the nonresident school district

# Tuition

- ✓ The tuition payment is either:
  - tuition calculated according to s. 121.83, Wis. Stats.,  
regular annual tuition  
+ special annual tuition
  - or an amount agreed on by the two school districts
    - Some school districts have agreed to use the regular education pupil transfer amount (\$4,551) in place of the regular annual tuition
- ✓ The special annual tuition includes the cost of any transportation provided to the student that is required in the student's IEP.



# Making the Tuition Payment

- ✓ No state aid adjustment is made by the DPI for students receiving special education.
- ✓ The resident school district makes the tuition payment directly to the nonresident school district
- ✓ A written agreement may provide for the prepayment in installments for up to 75% of the estimated tuition during the school year in which services are provided.

# Payments to CCDEBs

- ✓ If the students attends a CCDEB under open enrollment, the nonresident district pays the tuition to the CCDEB and bills the amount back to the resident district.
- ✓ If the resident district does not participate in the CCDEB for that program, the CCDEB must ensure that the tuition calculation includes any portion of the cost that is included on on the county tax levy (this does not apply to fiscally-dependent CCDEBs).

# Accounting for the Tuition Payment

- ✓ The resident district accounts for the payment as an expenditure for “purchased instructional services”

Function 437 000	Object 382	Special Curriculum Tuition–Open Enrollment
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- ✓ The nonresident district accounts for the payment as a tuition revenue

Revenue Source 347	Special Curriculum Programs-Open Enrollment
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# State & Federal Categorical Aid

- ✓ The resident school district counts the student in the federal child count and receives the federal aid.
- ✓ The nonresident school district claims the state handicapped education categorical aid and then rebates a prorated portion of the aid back to the resident school district.

# Equalization Aid & Revenue Limits

Section 118.51 (16) (d), Wis. Stats., requires the DPI to ensure that the open enrollment aid adjustment does not affect the amount determined to be received by a school district for any other purpose. This means that ...

# Revenue Limit

- ✓ The nonresident school district is not required to reduce its levy by the amount of the aid adjustment
- ✓ The resident school district is not permitted to increase its levy by the amount of the aid adjustment

Total Controlled Revenue

- October 15 Certified Equalization Aid
- = Levy
- + Positive Aid Adjustment and Tuition Revenue
- Negative Aid Adjustment and Tuition Expenditure

# Equalization Aid

- ✓ The nonresident school district must treat the amount of the aid adjustment and tuition revenue as deductible receipts in the calculation of shared cost.



# Budgeting for the Aid Adjustment

- ✓ The October 15 aid certification *does not reflect* any open enrollment aid adjustments. This means that a district may actually receive more or less state aid than the amount certified on October 15. To avoid a cash shortfall, school districts should take care to budget an expenditure for any negative aid adjustment and for special education tuition payments.

# Summary

- ✓ Open enrolled students are counted by their resident school districts for both state aid and revenue limit purposes.
- ✓ State aid adjustments are accounted for as expenditures and revenues.
- ✓ There is no change to the calculation of either the revenue limits the levy as a result of the open enrollment aid adjustments.
- ✓ Open enrollment aid adjustments and tuition payments are deductible receipts in the calculation of shared cost.

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